

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Civil Engineer III****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages construction and design projects and provides support. Addresses citizen concerns. Supervises personnel and performs administrative duties. Performs related duties as required.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages construction and design projects by supervising the process, determining engineering solutions, managing and reviewing designs, investigating problem areas, informing consultants, reviewing, coordinating and processing drawings, changes and requests for information with consultants and contractors, scheduling and chairing progress meetings, performing site visits, performing construction inspections, negotiating construction change proposal requests and recommending approvals.
2	L	Provides project support by coordinating the preparation of engineering designs, plans, specifications and cost estimates for the construction municipal structures, coordinating the creation and maintenance of databases, scheduling and chairing pre-construction conferences, tracking and coordinating project schedules and budgets, performing technical and construction reviews on plans, supervising engineering staff, administering contracts, participating in contract procurement, developing standard procedures and contract language, assigning tasks to construction inspectors, providing training and mentoring and informing the public and other agencies.
3	S	Prepares public informational brochures, reporting to government entities on projects related to grants and funding and representing public works on federal, state and private development projects.
4	L	Addresses citizen concerns by communicating information, inspecting sites, determining remedies, coordinating with field personnel and managing call response databases.
5	S	Supervises personnel by assigning tasks, providing information, tracking leave, evaluating and developing skills and acting as liaison between personnel.
6	L	Performs administrative duties by representing the division at agency meetings, preparing correspondence and reports, providing support to operations groups, answering design related questions, reviewing applications, examining sites, assessing filling impacts or other site works and reviewing and inspecting projects.
7	S	Provides engineering support services to emergency response clean-up teams.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelor's degree-level of study. Master's preferred.
Experience	Four years experience as an Engineer.
Certifications and Other Requirements	Valid Driver's License, Engineer's License
Reading	Work requires the ability to read contracts, technical specifications, correspondence and various reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, geometry, trigonometry, statistics and accounting.
Writing	Work requires the ability to write contracts, technical specifications, correspondence and various reports.
Managerial	Managerial responsibilities include investigating problems, allocating resources and ensuring the timely completion of projects.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Field work, supervision of staff, to/from office equipment
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Field work, inspections, to/from office equipment
Lifting	O	Manhole covers, equipment, paperwork, blueprints
Carrying	O	Manhole covers, equipment, paperwork, blueprints
Pushing/Pulling	R	Office furniture, desk drawers
Reaching	F	Paperwork, blueprints, equipment
Handling	F	Manhole covers, equipment, paperwork, blueprints
Fine Dexterity	F	Computer keyboard, telephone keypad
Kneeling	O	Field work, inspections, retrieving blueprints
Crouching	O	Field work, inspections
Crawling	O	Field work, inspections
Bending	O	Field work, inspections
Twisting	O	Field work, inspections
Climbing	R	Stairs
Balancing	R	Stairs
Vision	C	Computer, desk work, driving, inspections, reading
Hearing	C	Staff, supervisor, contractors, citizens, telephone, meetings
Talking	F	Staff, supervisor, contractors, citizens, telephone, meetings
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Measuring devices, survey level, tools, testing equipment, copy machine, fax machine, telephone, pager, computer, Standard Microsoft Windows and Office software, Quattro Pro, Internet Explorer, AFIN, Auto Cad

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	M
Chemical Hazards	S	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	S		
Other (see 1 below)	--		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety glasses, hard hat, safety shoes, harness, flotation device, hearing protection, safety vest

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)